Banner Self-Service Electronic Labor Redistribution Approval Manual

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Data Standards adapted from ***General Person Data Standards***, Document Number GP001, by New Mexico State University's Institutional Research, Planning & Outcomes Assessment (IRP) Department.

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What is Labor Redistribution?

Labor Distribution pertains to funds (Indices/FOAPALs) that pay for an employee salary. If the original funds (Indices/FOAPALs) to which an employee's pay was charged needs to be changed after-the-fact, a Labor Redistribution Form using Banner Employee Self-Service will need to be processed within 90 days of the pay date.

Labor Redistribution Business Rules

- The Electronic Labor Redistribution process changes applied labor expenses only. Future changes to an employee's job labor distribution will need to be done via a Labor Personnel Action Form. Visit HR Employment Services site to obtain the form: http://hr.nmsu.edu/managers/formdir/employment_services.html
- Labor expense will need to be changed one pay period at a time.
- Fringe is automatically changed by the system to coincide with the labor.
- Earn codes that ***can*** be changed on a Labor Redistribution Form are listed in Appendix A.
- Earn codes that ***cannot*** be changed on a Labor Redistribution Form are listed in Appendix B.
- Redistribution can only be made to completed transactions with a disposition code of "70, Complete". Disposition codes are listed in Appendix C.
- An approver cannot approve an action that they initiated.
- Account codes should not be changed through the electronic labor redistribution.
- Comments area should be completed with the reason for the change. Changes beyond 90 days of the pay date require justification in the comments area.
- Authorized approvers and their designees are determined by the Signature Authority Database.
- Security access to employees in the Electronic Labor Redistribution is based on HR access in Banner.

Approver Role Definition

Approvals of all labor redistribution are completed within the Employee Self-Service Labor Redistribution application. The transaction progresses through the approval queue until all approvals are obtained.

The transaction may not be changed by the Labor Redistribution approvers. The approvers can approve or disapprove a transaction. If a correction is necessary, the approver must return the transaction to the initiator for correction and in the comments area explain the reason for the disapproval.

As an approver, the role will be to review and approve the listed Labor Redistribution transactions routing for approval. Review the following:

- Current and updated distributions.
- Comment area stating the reason for the change.

Approval Information

- Emails will be generated by the system nightly to notify approvers of pending transactions.
- There are two (2) Approver level sequences.
    - Approver Sequence 5.00 includes DEAN/VP/CC PRESIDENT
    - Approver Sequence 10.00 through 16.00 includes FISCAL MONITORS
- Approver Sequence 20.00 is used for those Labor Redistributions older than 90 days and includes the CONTROLLER'S OFFICE

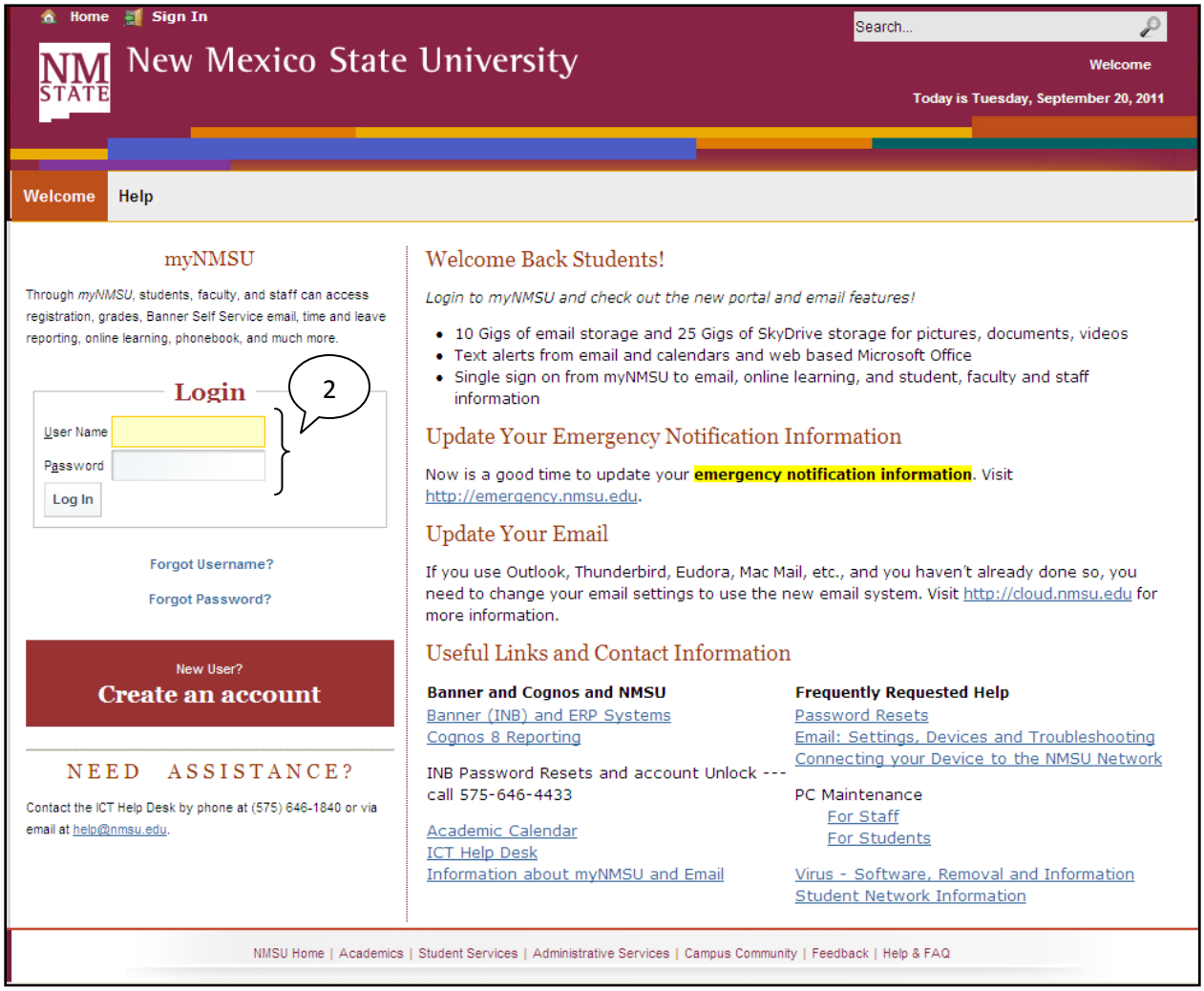
Note: All approvals from each level must be obtained before the Labor Redistribution Form will be forwarded to the next level. Principal Investigators will receive notification by email when a Labor Redistribution is initiated affecting their award.

Log on to Banner Self-Service

Banner Self-Service provides access to the Electronic Labor Redistribution.

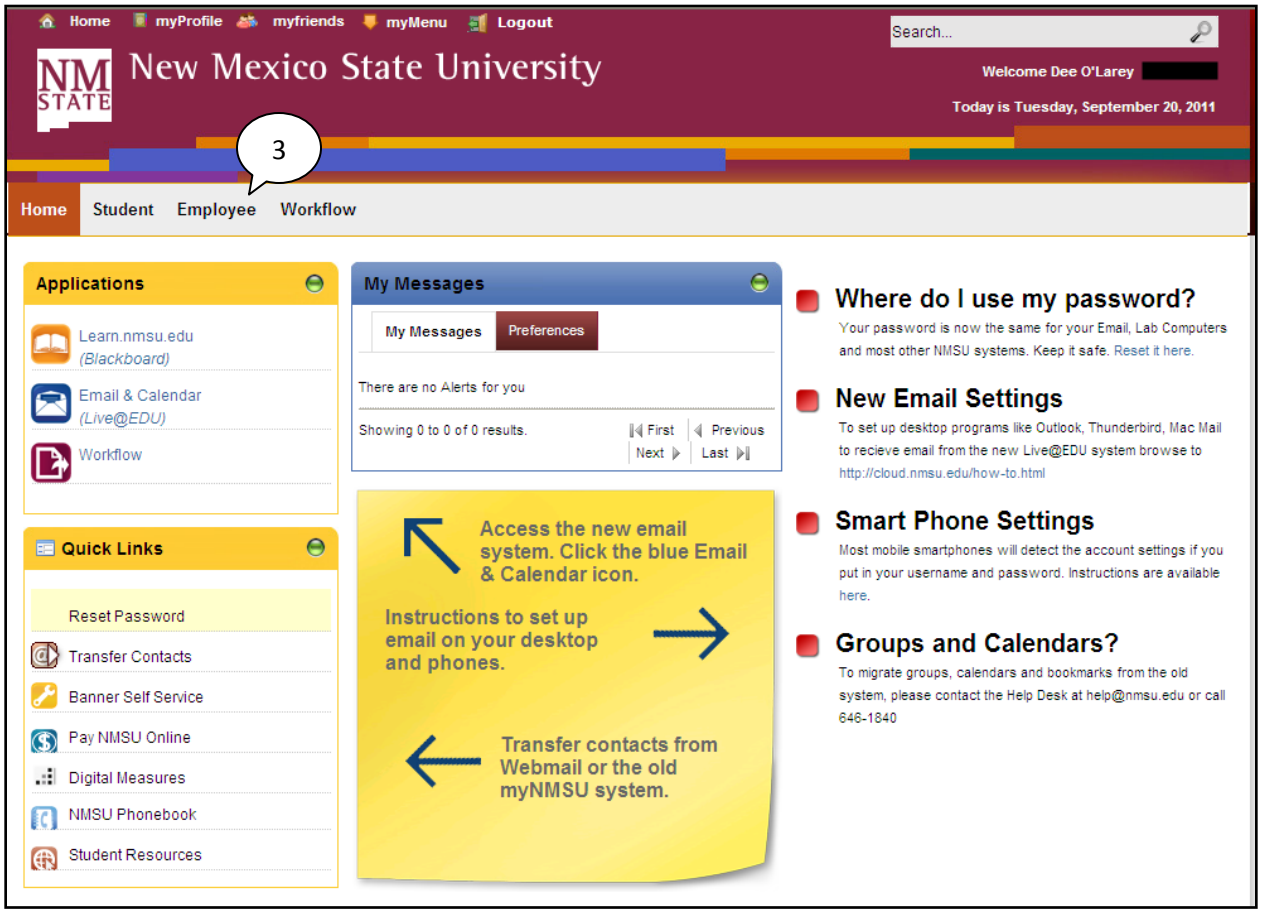
1. Type **https://my.nmsu.edu** in the address bar of your web browser and press enter.

   The myNMSU page will appear.


Home
Sign In
Search...
New Mexico State University
Welcome
Today is Tuesday, September 20, 2011
Welcome
Help
myNMSU
Through myNMSU, students, faculty, and staff can access registration, grades, Banner Self Service email, time and leave reporting, online learning, phonebook, and much more.
Login
2
User Name
Password
Log In
Forgot Username?
Forgot Password?
New User?
Create an account
NEED ASSISTANCE?
Contact the ICT Help Desk by phone at (575) 646-1840 or via email at help@nmsu.edu.
Welcome Back Students!
Login to myNMSU and check out the new portal and email features!
10 Gigs of email storage and 25 Gigs of SkyDrive storage for pictures, documents, videos
Text alerts from email and calendars and web based Microsoft Office
Single sign on from myNMSU to email, online learning, and student, faculty and staff information
Update Your Emergency Notification Information
Now is a good time to update your emergency notification information. Visit http://emergency.nmsu.edu.
Update Your Email
If you use Outlook, Thunderbird, Eudora, Mac Mail, etc., and you haven't already done so, you need to change your email settings to use the new email system. Visit http://cloud.nmsu.edu for more information.
Useful Links and Contact Information
Banner and Cognos and NMSU
Banner (INB) and ERP Systems
Cognos 8 Reporting
INB Password Resets and account Unlock --- call 575-646-4433
Academic Calendar
ICT Help Desk
Information about myNMSU and Email
Frequently Requested Help
Password Resets
Email: Settings, Devices and Troubleshooting
Connecting your Device to the NMSU Network
PC Maintenance
For Staff
For Students
Virus - Software, Removal and Information
Student Network Information
NMSU Home | Academics | Student Services | Administrative Services | Campus Community | Feedback | Help & FAQ

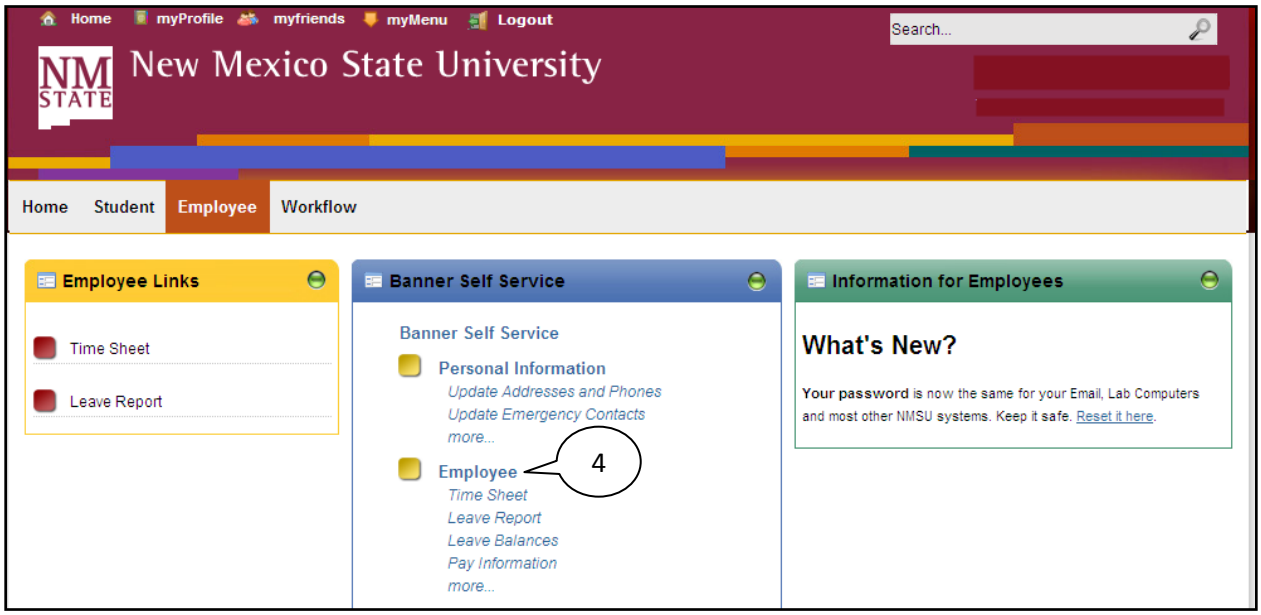
2. Enter **User Name** and **Password**.

The **myNMSU** home webpage will be displayed.


Home
myProfile
myfriends
myMenu
Logout
Search...
New Mexico State University
Welcome Dee O'Larey
Today is Tuesday, September 20, 2011
3
Home
Student
Employee
Workflow
Applications
Learn.nmsu.edu
(Blackboard)
Email & Calendar
(Live@EDU)
Workflow
Quick Links
Reset Password
Transfer Contacts
Banner Self Service
Pay NMSU Online
Digital Measures
NMSU Phonebook
Student Resources
My Messages
My Messages
Preferences
There are no Alerts for you
Showing 0 to 0 of 0 results.
First
Previous
Next
Last
Access the new email system. Click the blue Email & Calendar icon.
Instructions to set up email on your desktop and phones.
Transfer contacts from Webmail or the old myNMSU system.
Where do I use my password?
Your password is now the same for your Email, Lab Computers and most other NMSU systems. Keep it safe. Reset it here.
New Email Settings
To set up desktop programs like Outlook, Thunderbird, Mac Mail to recieve email from the new Live@EDU system browse to http://cloud.nmsu.edu/how-to.html
Smart Phone Settings
Most mobile smartphones will detect the account settings if you put in your username and password. Instructions are available here.
Groups and Calendars?
To migrate groups, calendars and bookmarks from the old system, please contact the Help Desk at help@nmsu.edu or call 646-1840

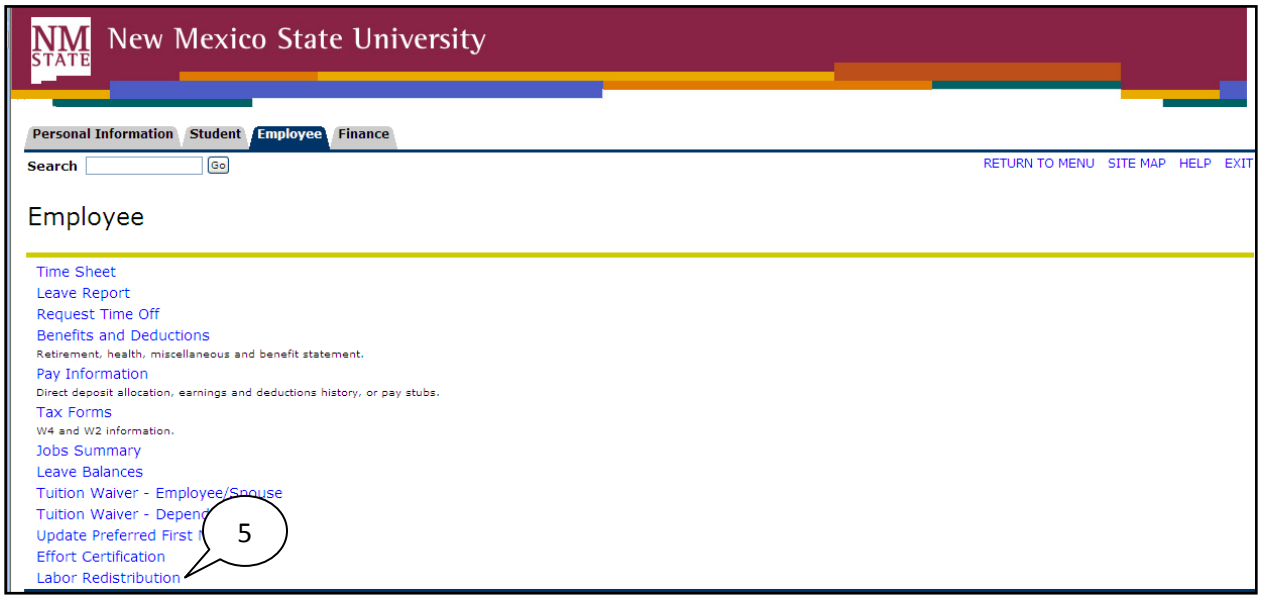
3. Click on the **Employee** Tab.

Employee tab information will be displayed.



4. Click on the **Employee** link.

The Employee list options will be displayed.

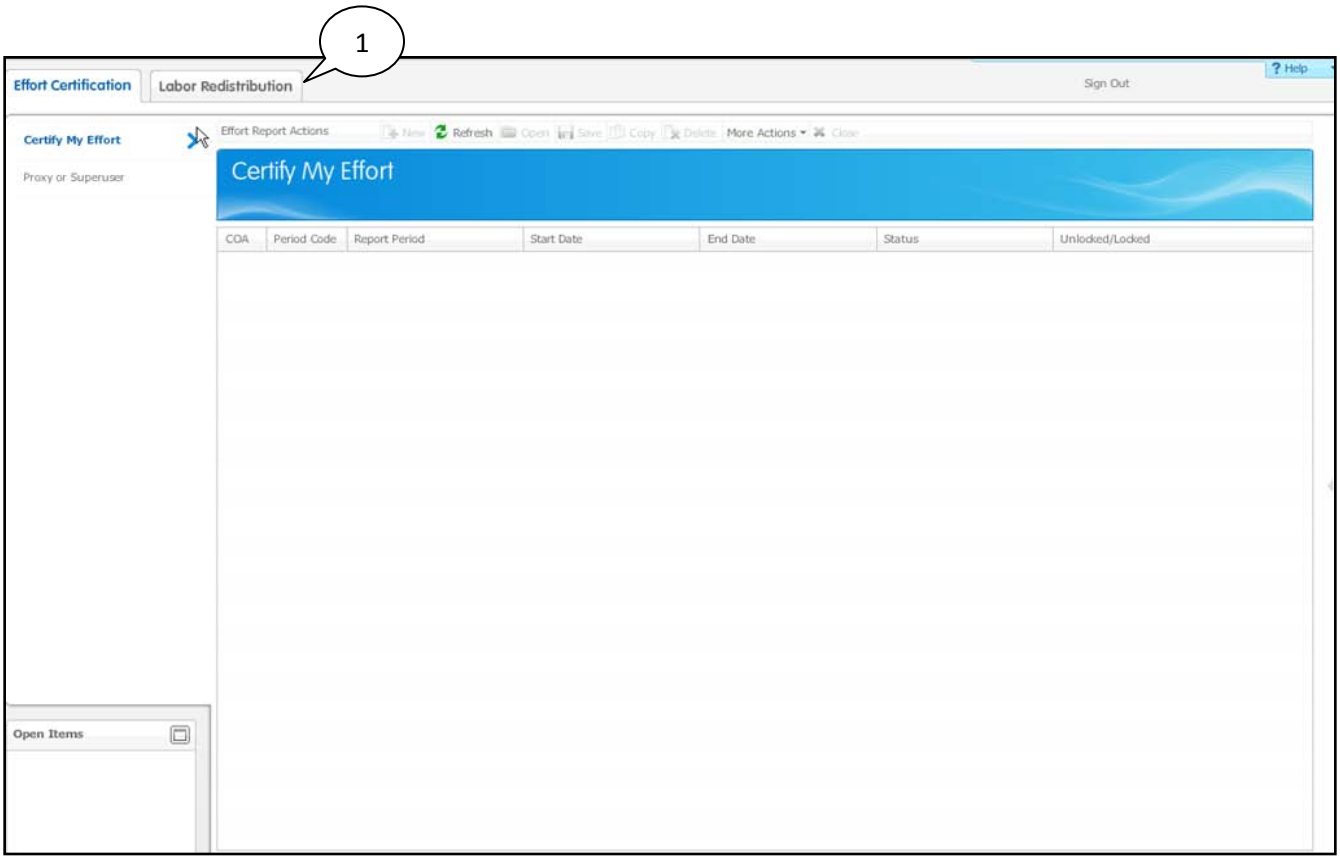


5. Click on the **Labor Redistribution.**

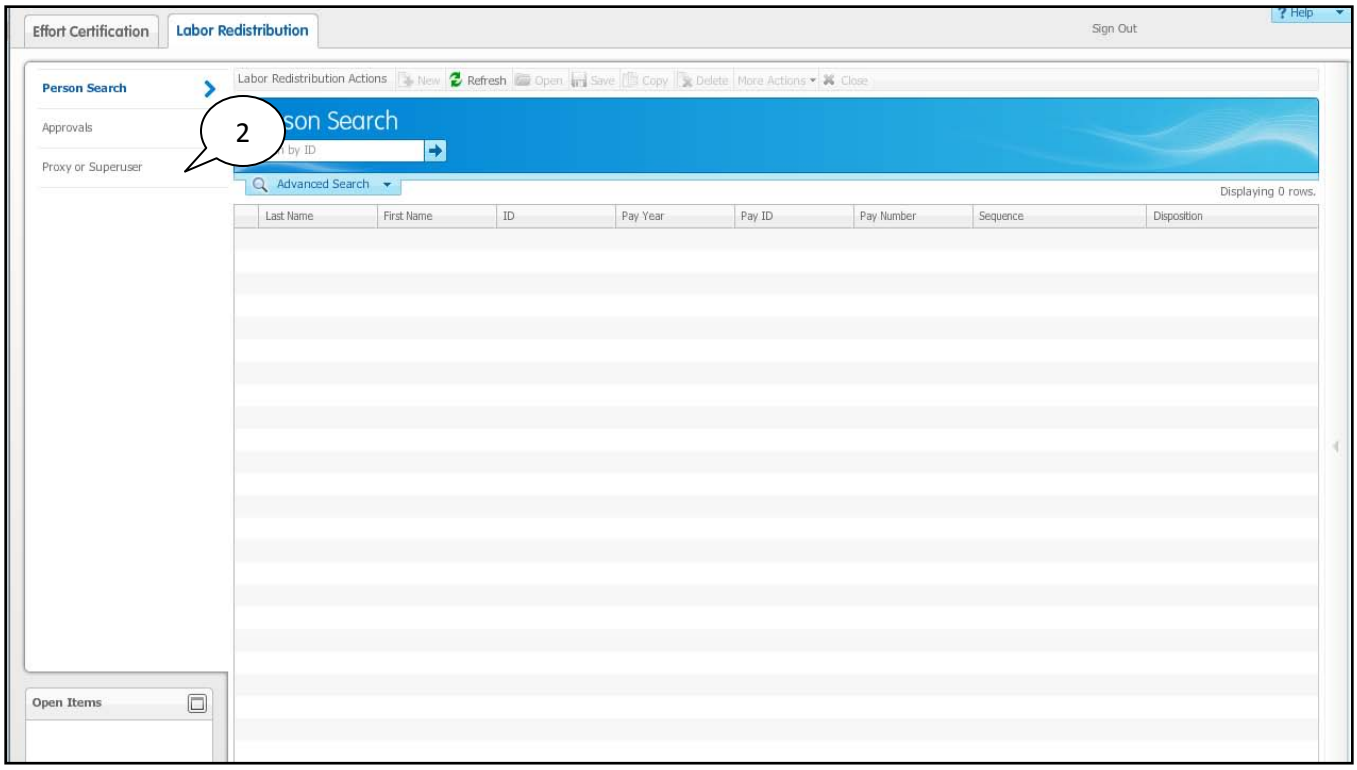
Act as a Proxy

When acting as proxy for another approver, you must first be set up as their proxy by the Controller's Office.

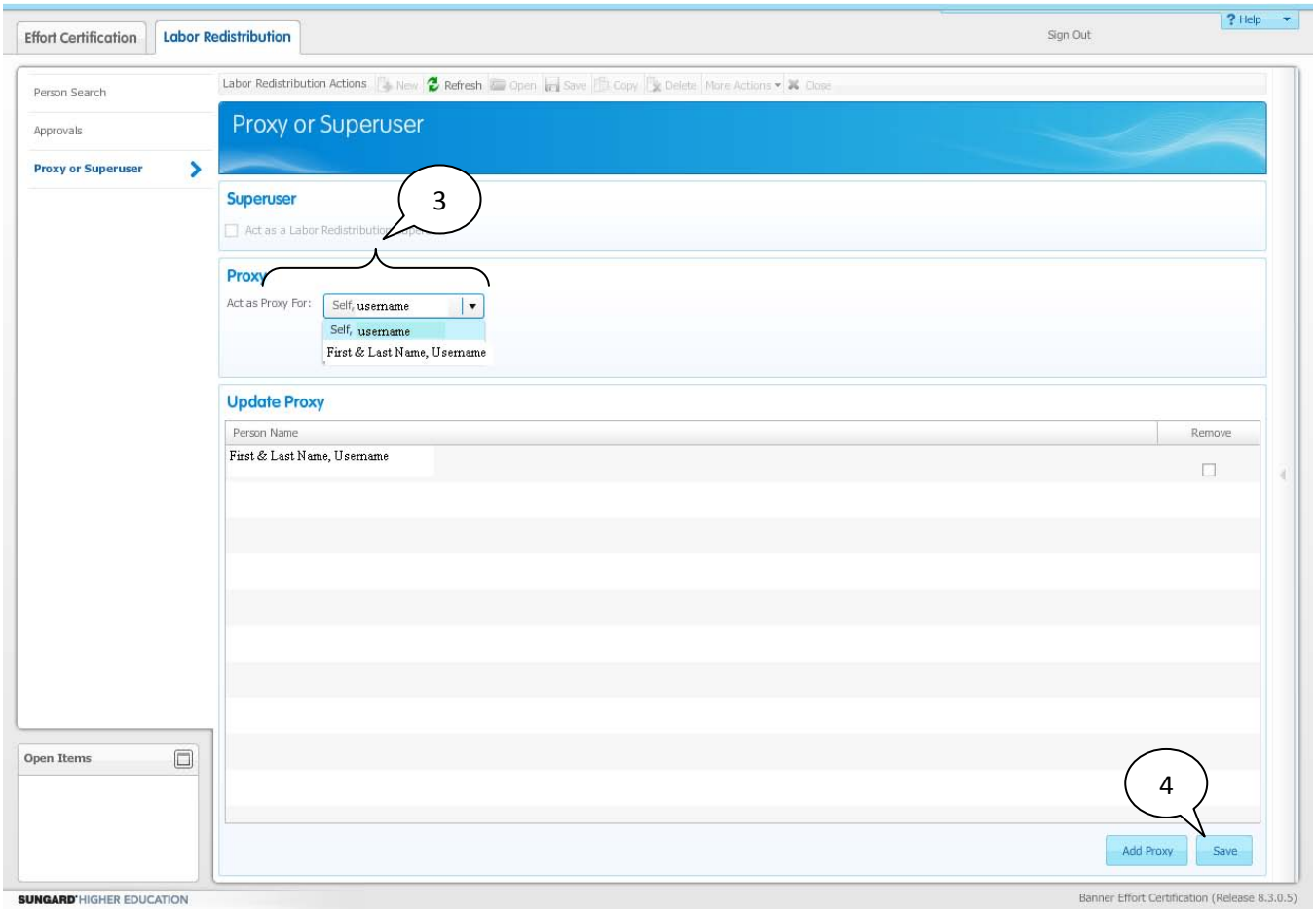
Upon successfully logging on, the Effort Certification will be displayed.



1. Click on **Labor Redistribution** tab.



2. Click on the **Proxy or Superuser** link.

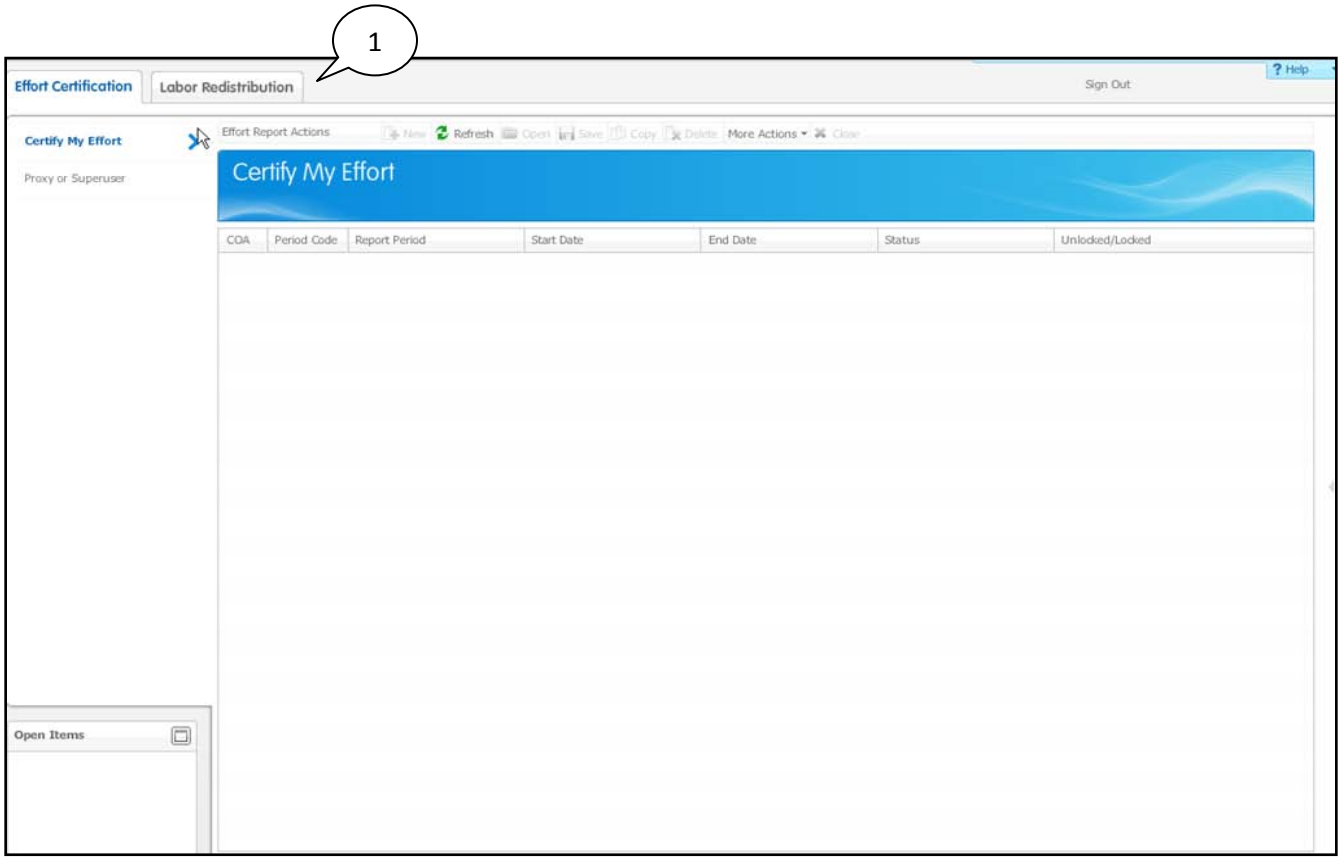


3. Locate **Act as Proxy For**. Click on the drop down list to display names and select appropriate name.
4. Click **Save.**
5. Continue to review & approve outstanding transactions.

Note: When you no longer need to be a proxy for this person come back to the Proxy or Superuser page and switch the **Act as Proxy For** back to self or **Sign Out** of system.

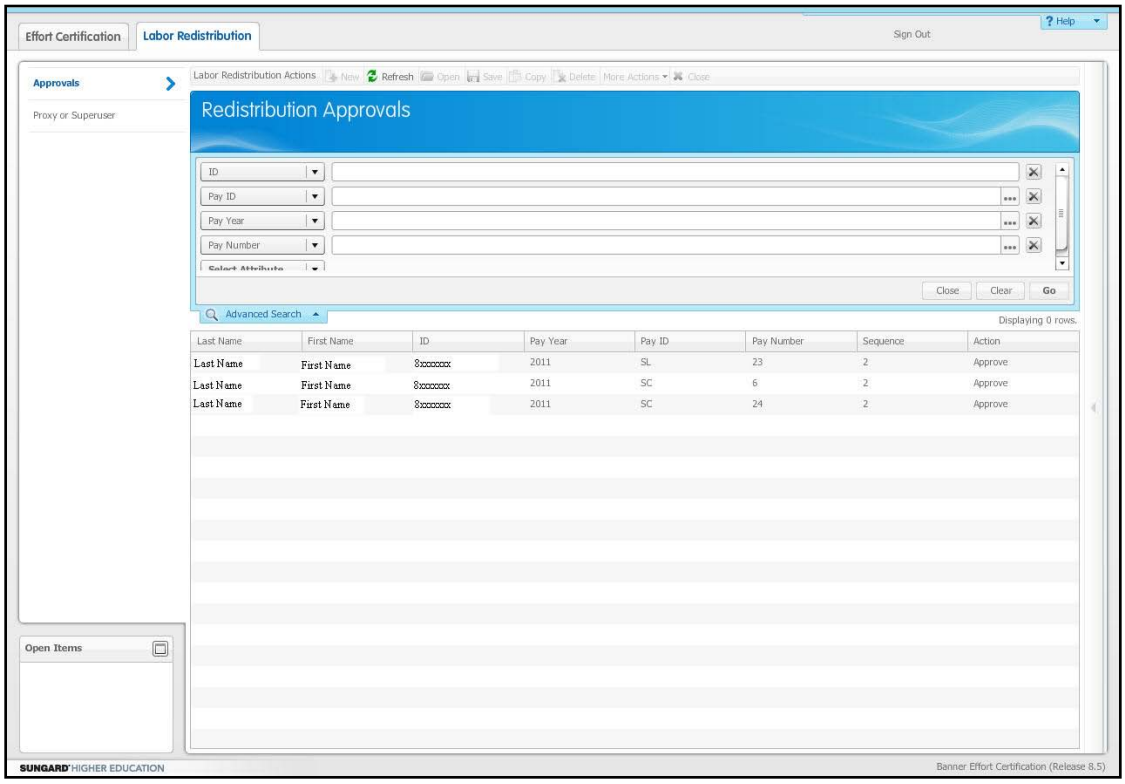
Approve a Labor Redistribution

Upon successfully logging on, the Effort Certification will be displayed.



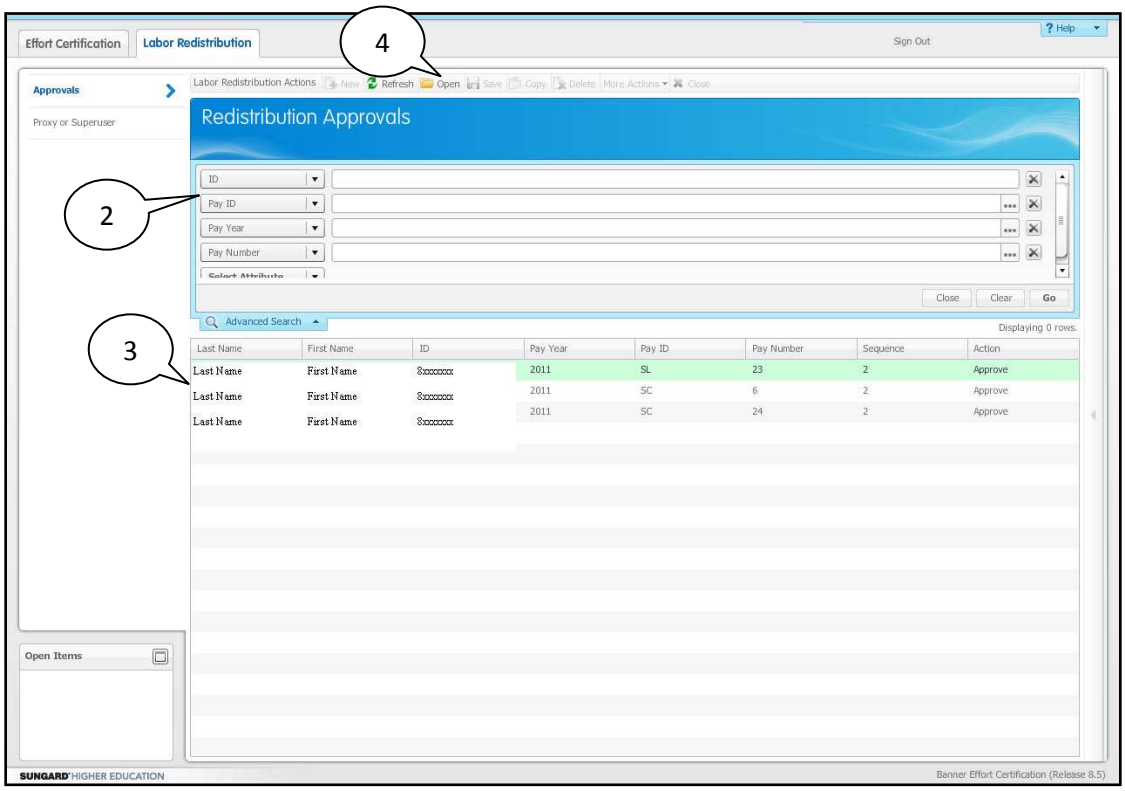
1. Click on **Labor Redistribution** tab.

A list of transactions awaiting approval will be listed.



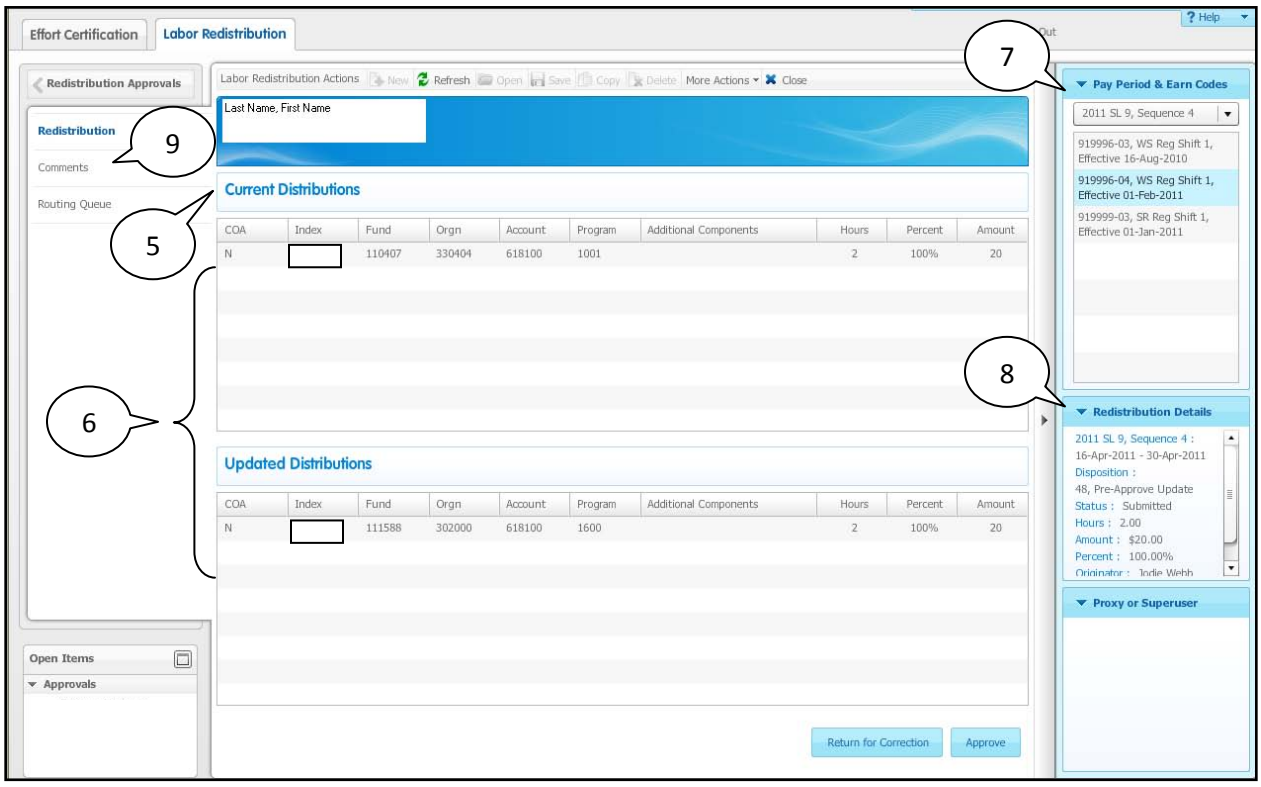
Note: If an individual has the role of an Initiator and Approver, the transactions awaiting approval may not be displayed. If this is the case, select **Approvals** from the left navigation options to display the transactions awaiting approval.

Designees for Approvers will need to follow the “Acting as a Proxy” instructions prior to viewing the list of transactions pending Approval.



2. Use search parameters to search for a specific transaction or…
3. Select desired transaction.
4. Click the **Open** icon or double click the transaction.

The Labor Redistribution view is displayed.

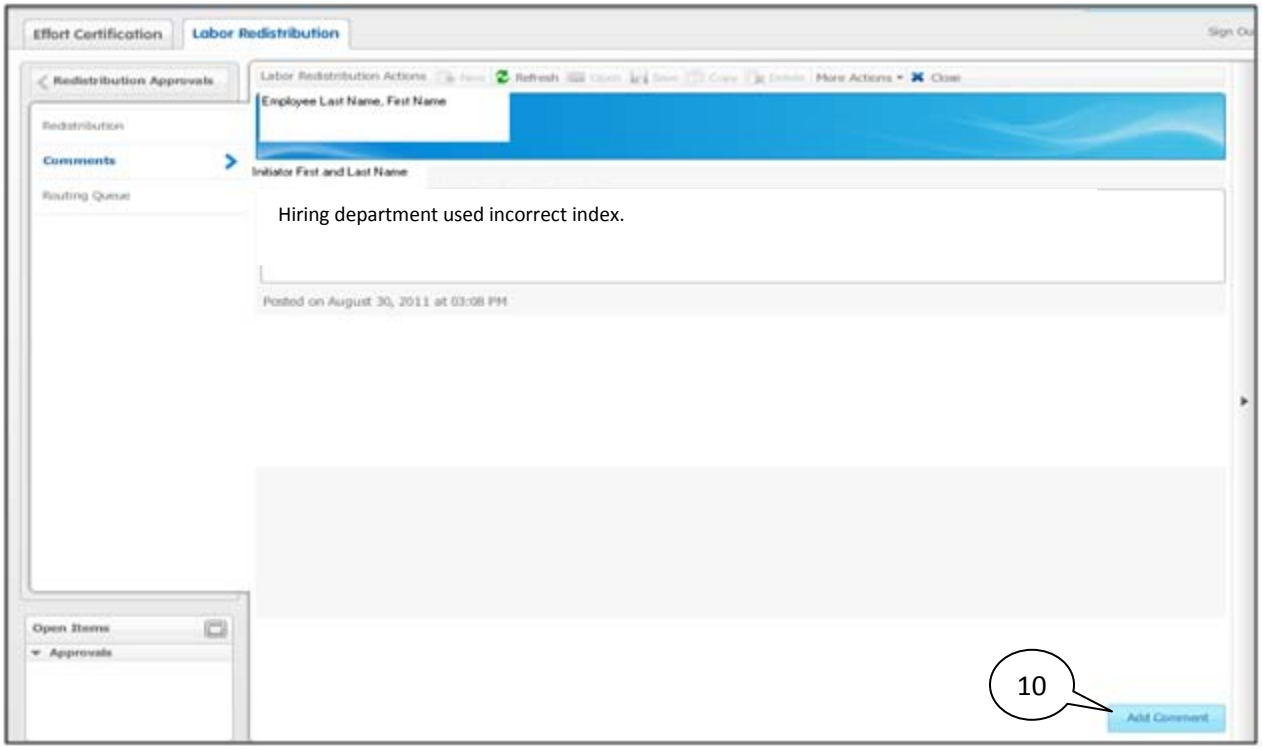


5. The selected transaction will be displayed on the main window view with Current and Updated Distributions visible.
6. Review current and updated distributions.
7. The right side bar displays the *Pay Period & Earn Codes panel*. If applicable, there may be multiple listings based on employee's earn codes. To display the Labor Redistribution, select the listed earn code. It will then display the *Current Distributions* and *Updated Distributions* on the main window.

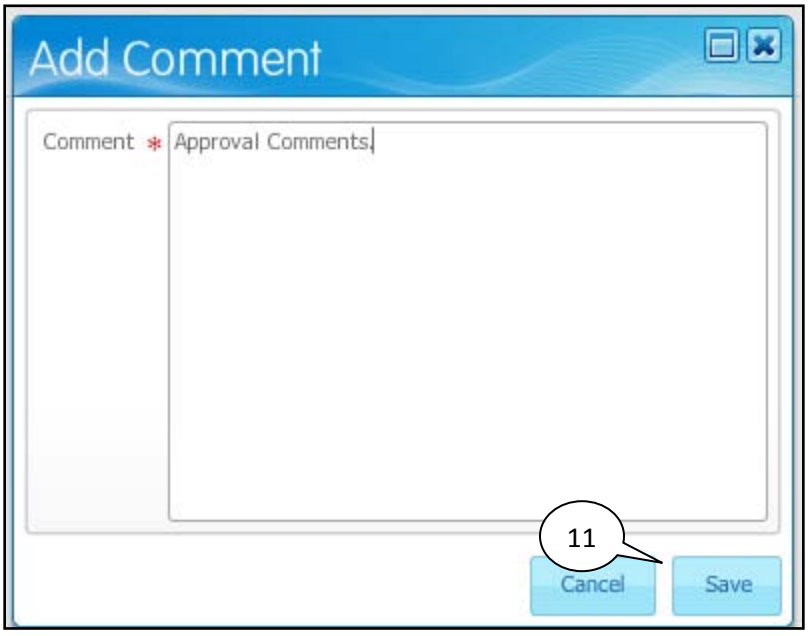
   Note: All modified earn codes must be reviewed prior to approving. By clicking the approval key on one earn code all pending transactions will be automatically approved.

8. The *Redistribution Details* panel on the right hand side bar will provide transaction details including initator/originator name and post date.
9. Click on **Comments** located on the left navigation pane to display any comments listed and insert additional comments.

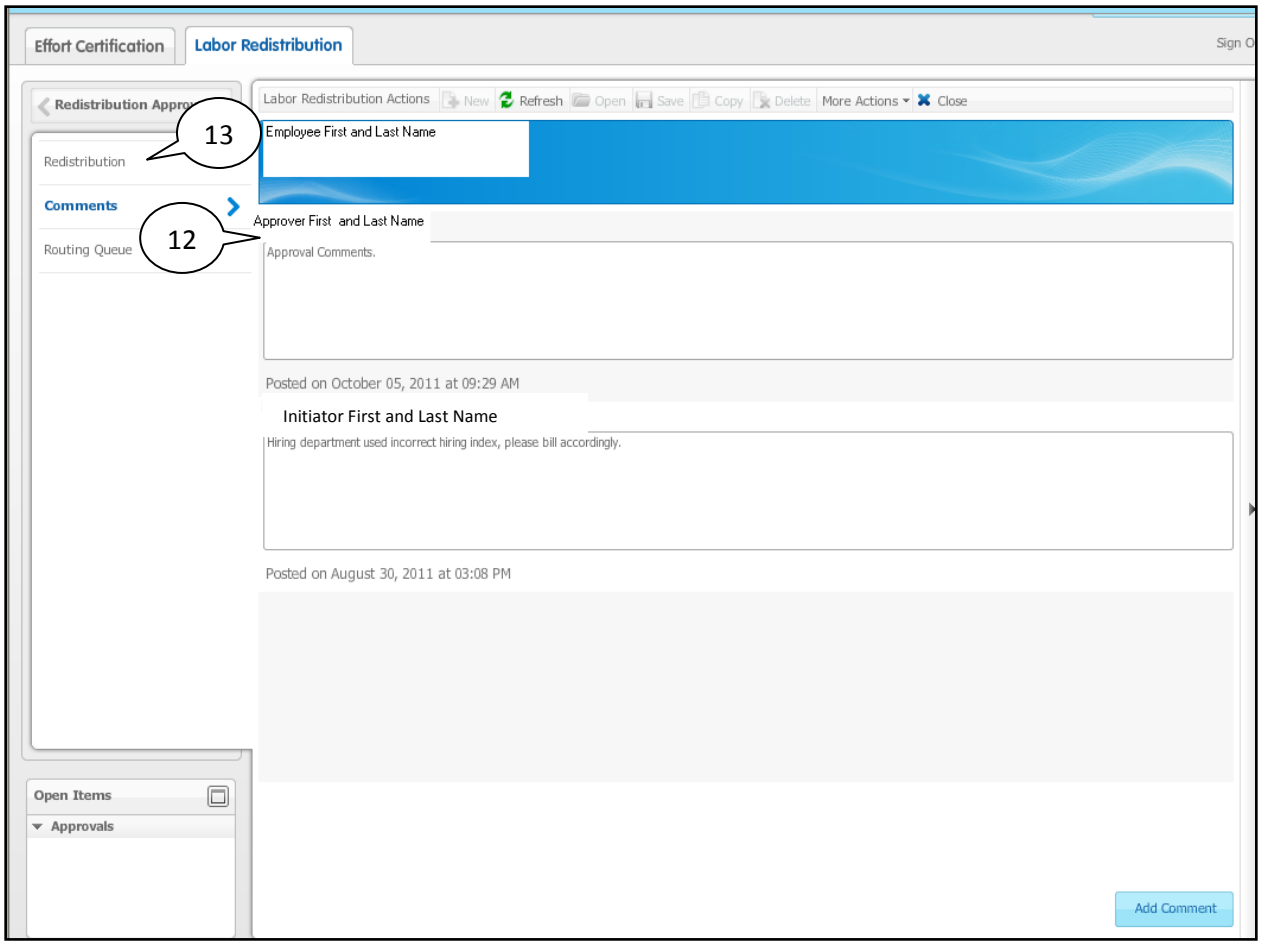
Add Comments



10. To add a comment, click on **Add Comment.**

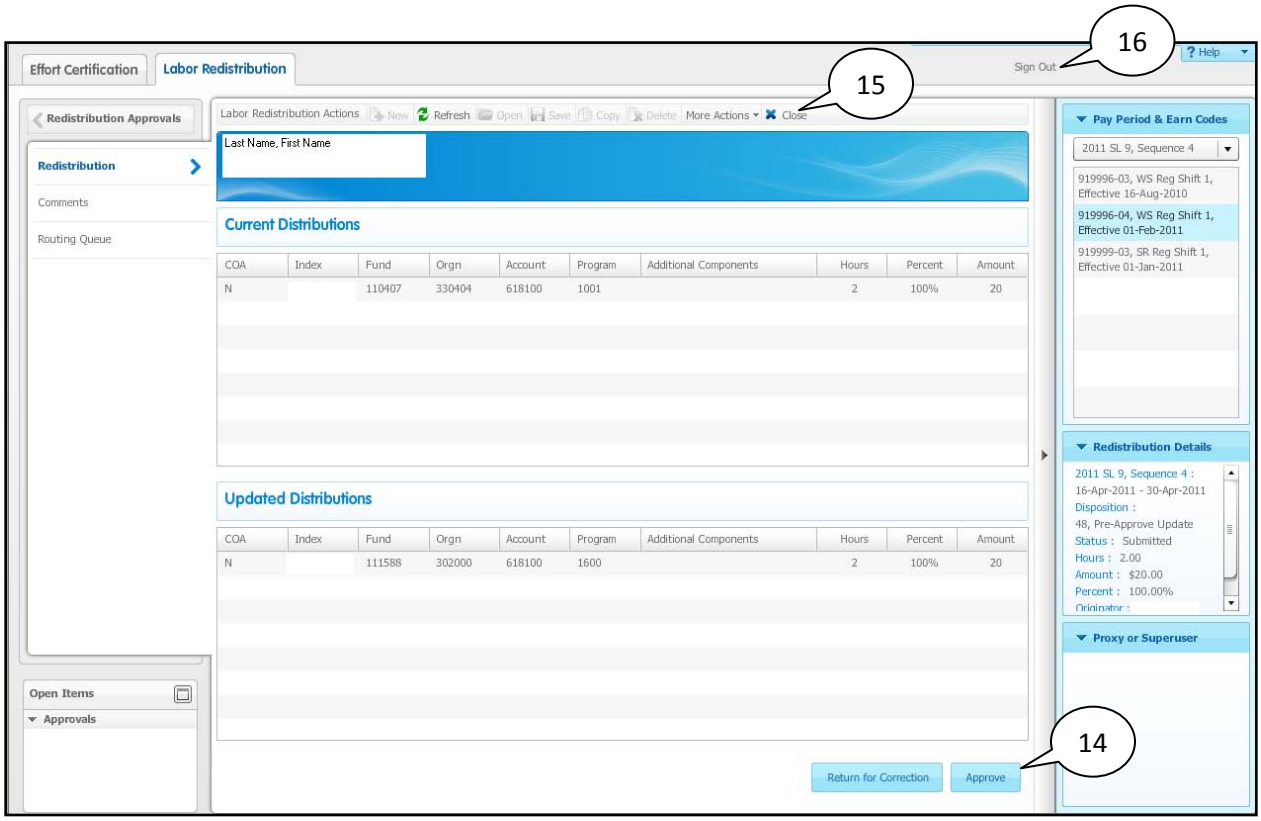


11. Enter comments and click on the **Save** button.
    a. Comments cannot be deleted or updated.



12. The most recent comment will be displayed first.
13. To return to the redistribution transaction click on **Redistribution.**

Complete the Transaction



14. Click on the **Approve** button.

    Note: Once approved, the **Return for Correction** and **Approve** buttons will become grayed out. Confirmation of the approval can be obtained by selecting the Routing Queue link on the left navigation pane. A green check mark will be displayed by those who have already approved.

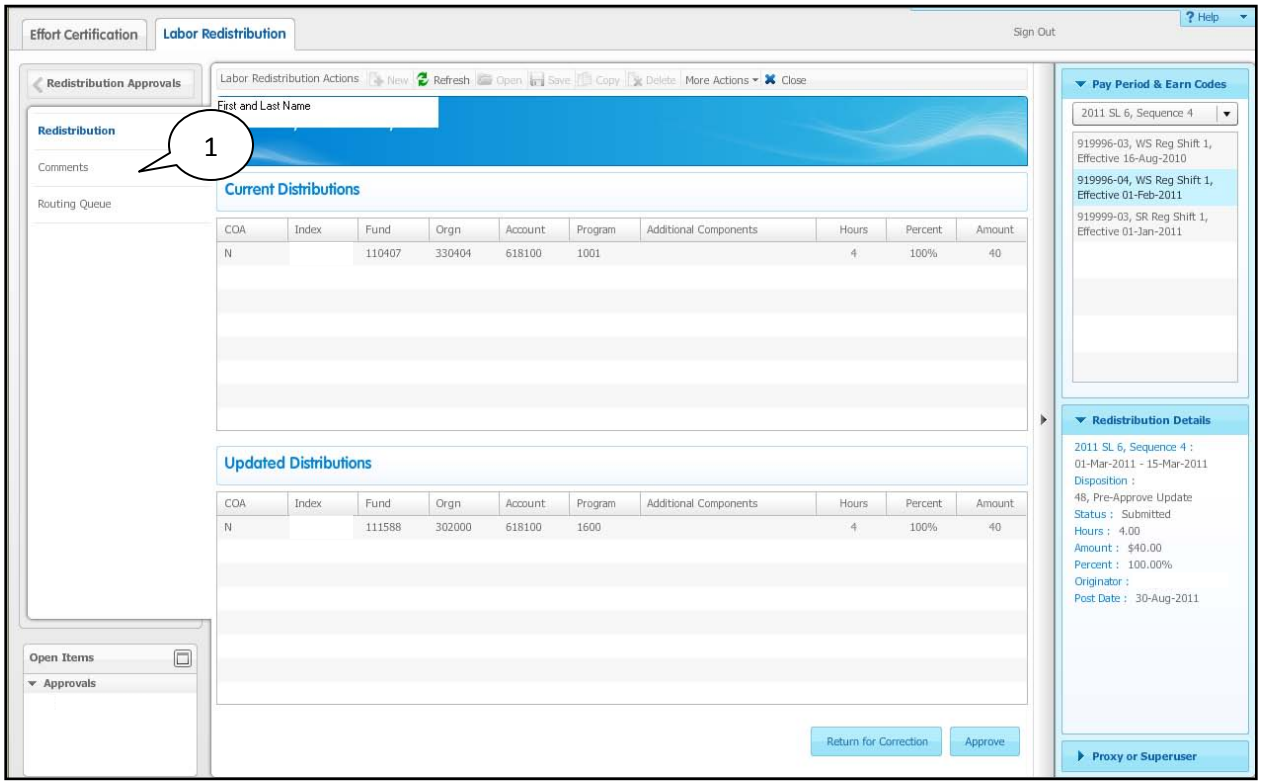
15. Click the **Close** button.
16. Proceed to review remaining transactions in the approval list or **Sign Out** of system.

    Note: Failure to Sign Out of system properly may lock the employee's labor transactions making them unavailable to others.

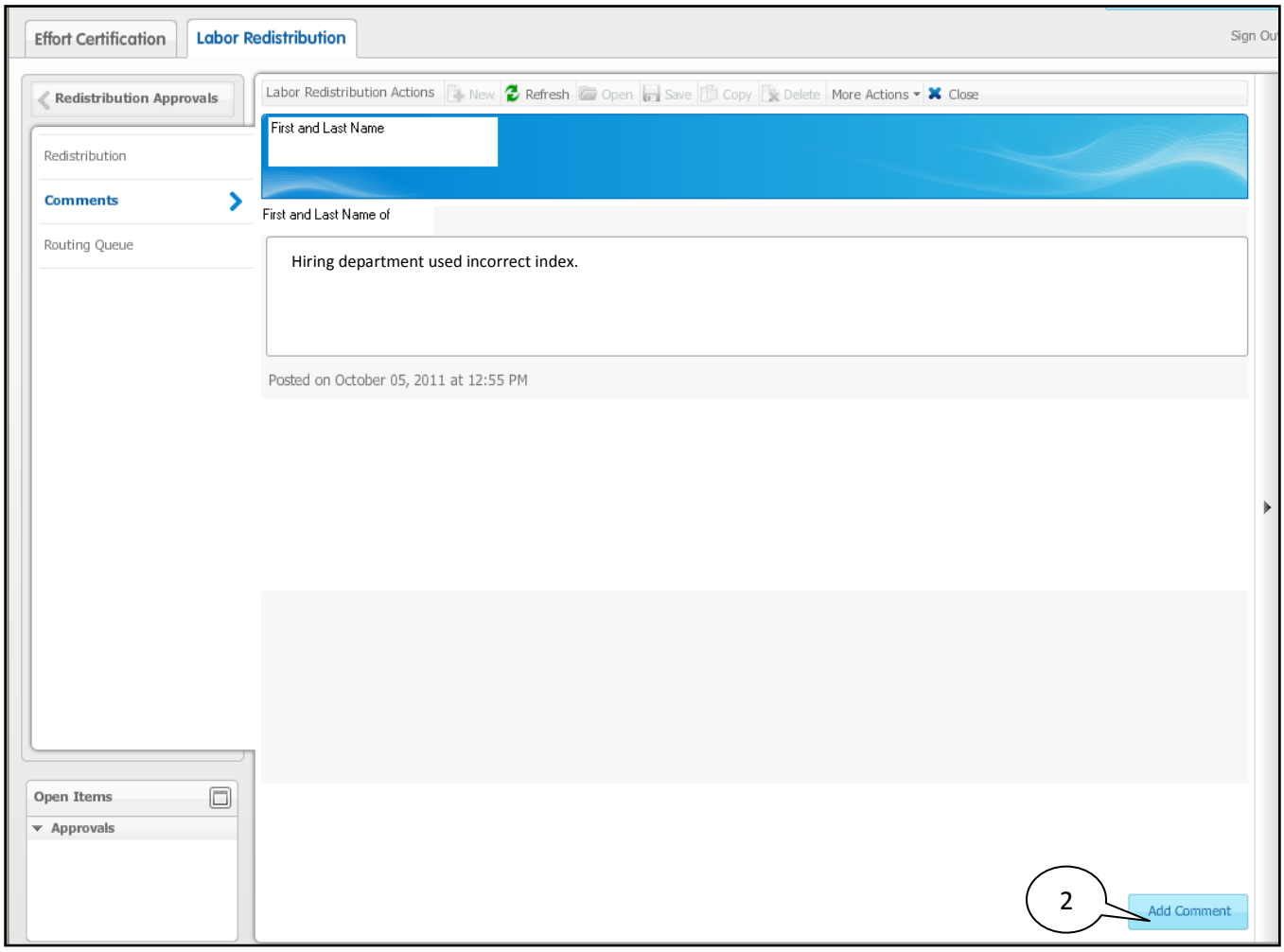
Return a Labor Redistribution for Correction

A Labor Redistribution can be returned for correction to the initiator. Follow the steps listed below to return a transaction.

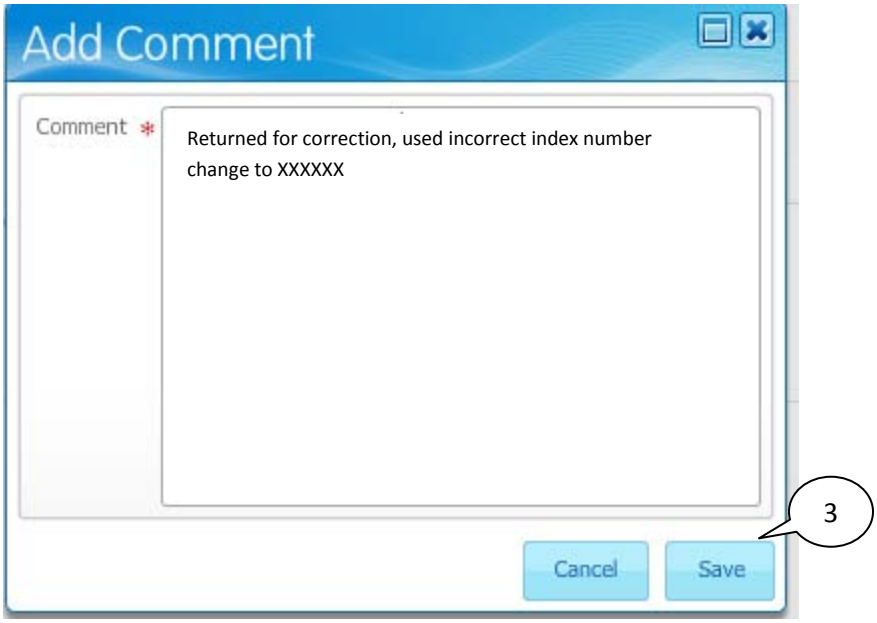
Select the transaction using steps 1-8 of the "Approve a Transaction" section of this manual.



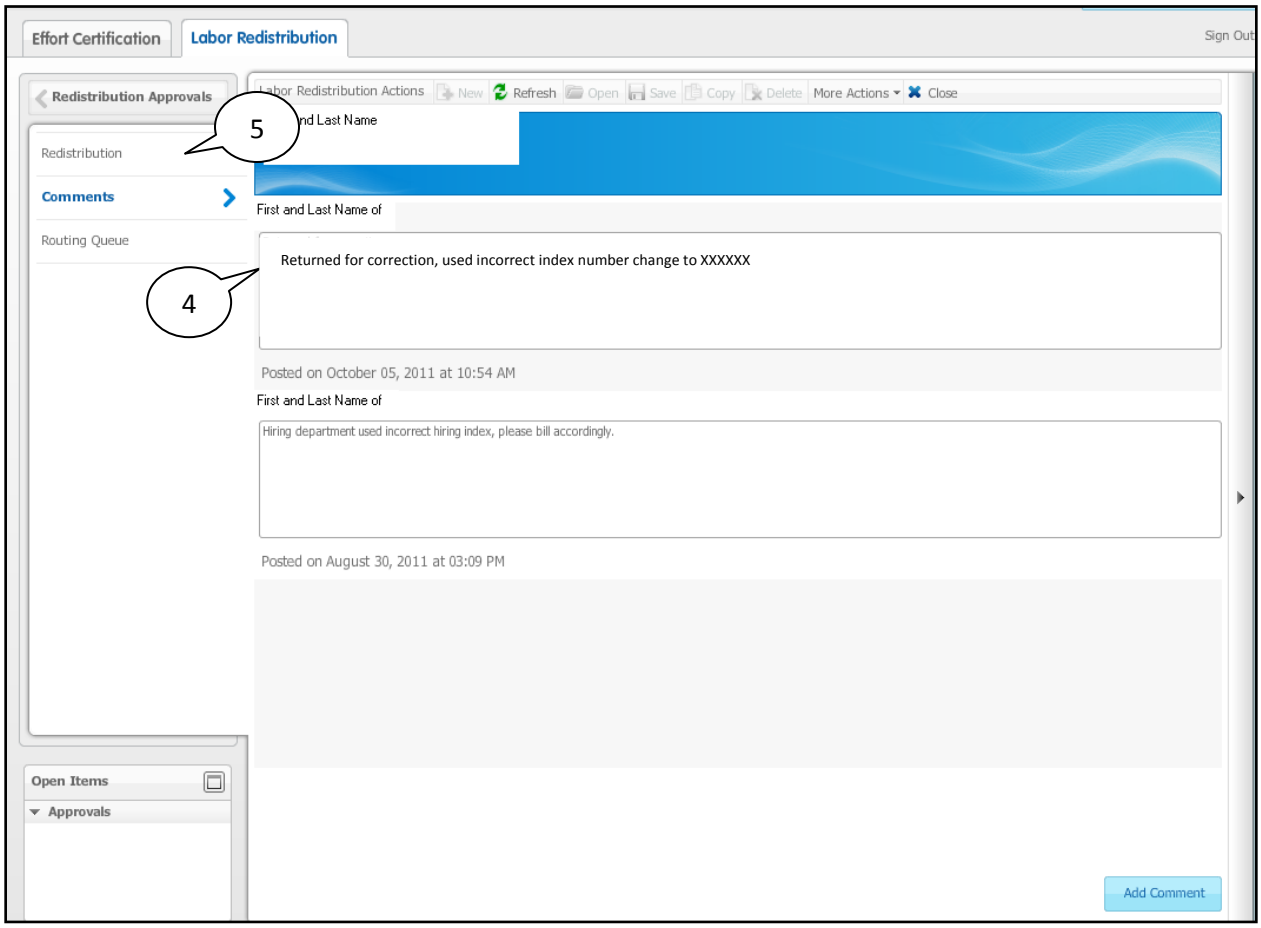
1. Click on **Comments** located on the left navigation pane.



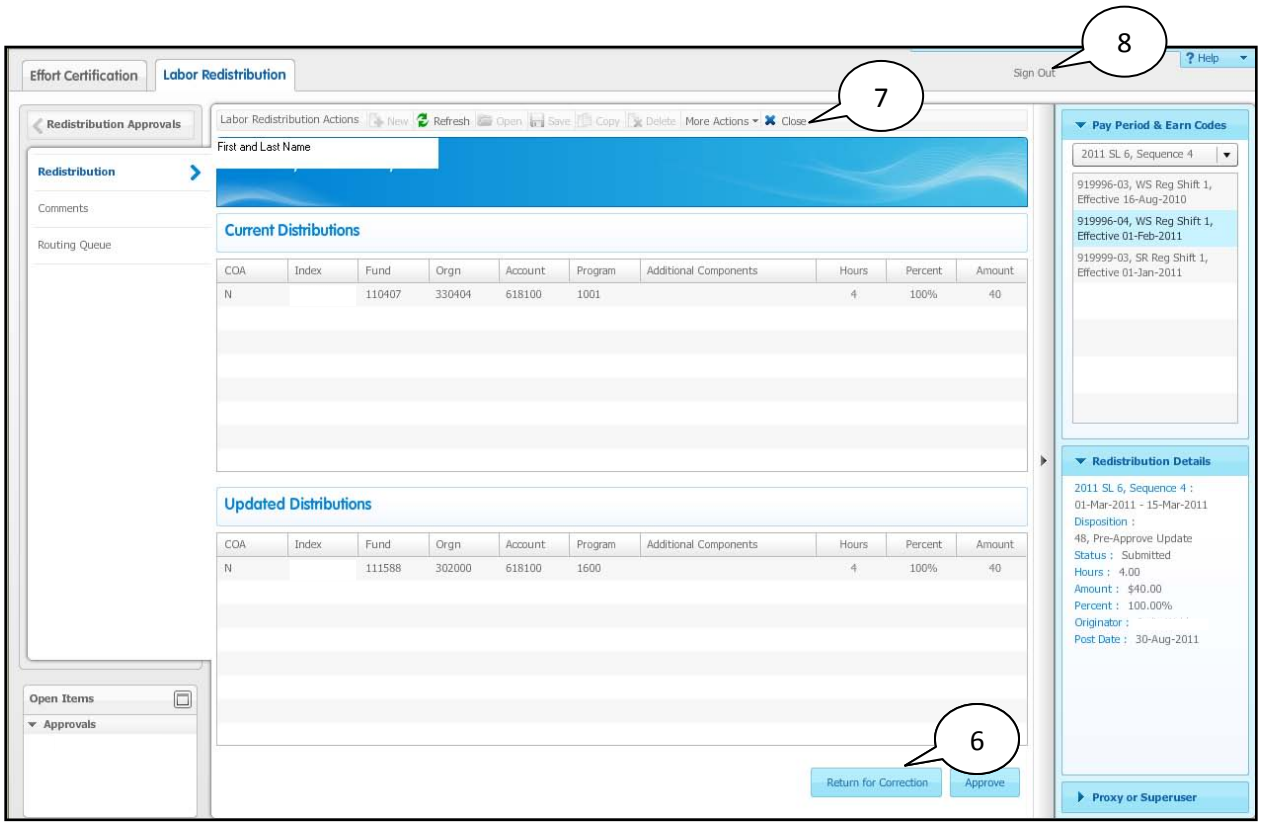
2. Click on **Add Comments** button.



3. In the *Add Comment* box, provide reason for returning Labor Redistributions and provide recommended change. Click on **Save** button.



4. The most recent comment will be displayed first.
5. To return to the redistribution transaction click on **Redistribution.**



6. Click **Return for Correction** button.

   Note: Once returned, the Return for Correction and Approve button will become grayed out. Confirmation of the return can be obtained by selecting the Routing Queue link on the left navigation pane. A red octagon will be displayed next to the disapprover's name.

7. Click the **Close** button.
8. Proceed to review remaining transactions in the approval list or **Sign Out** of system.

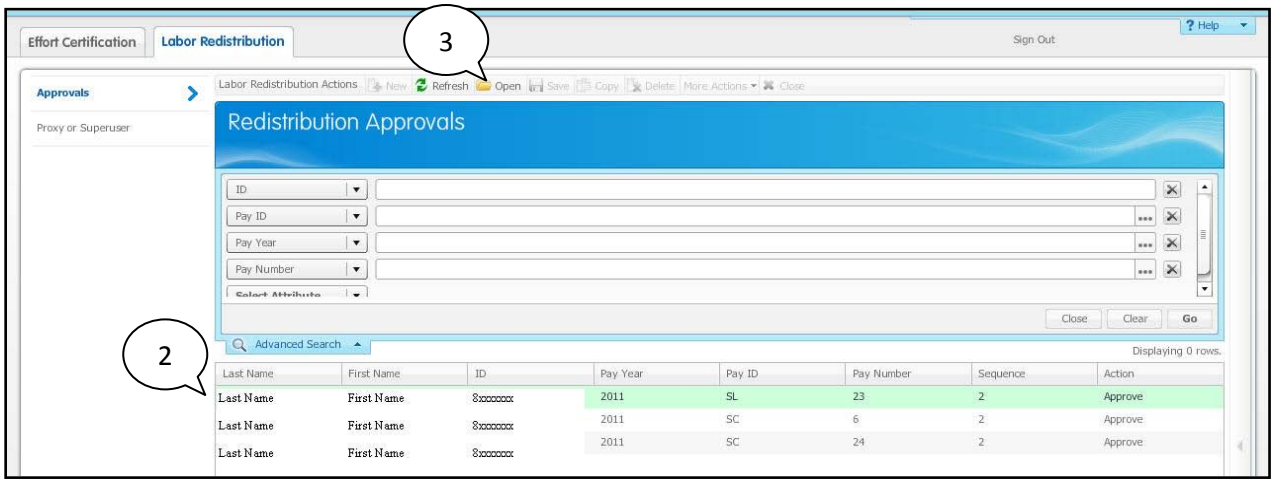
   Note: Failure to Sign Out of system properly may lock the employee's labor transactions making them unavailable to others.

Acknowledge a Labor Redistribution for FYI Participants

All Principal Investigators are automatically FYI Participants anytime an Electronic Labor Redistribution is initiated on their award. Additional FYI Participants may be added to the routing queue as needed, refer to Adding Members to the Routing Queue section of this manual for further instructions. FYI Participants should follow the steps listed below to acknowledge labor redistribution within one week. After which the system will automatically acknowledge and remove the transaction from the list.

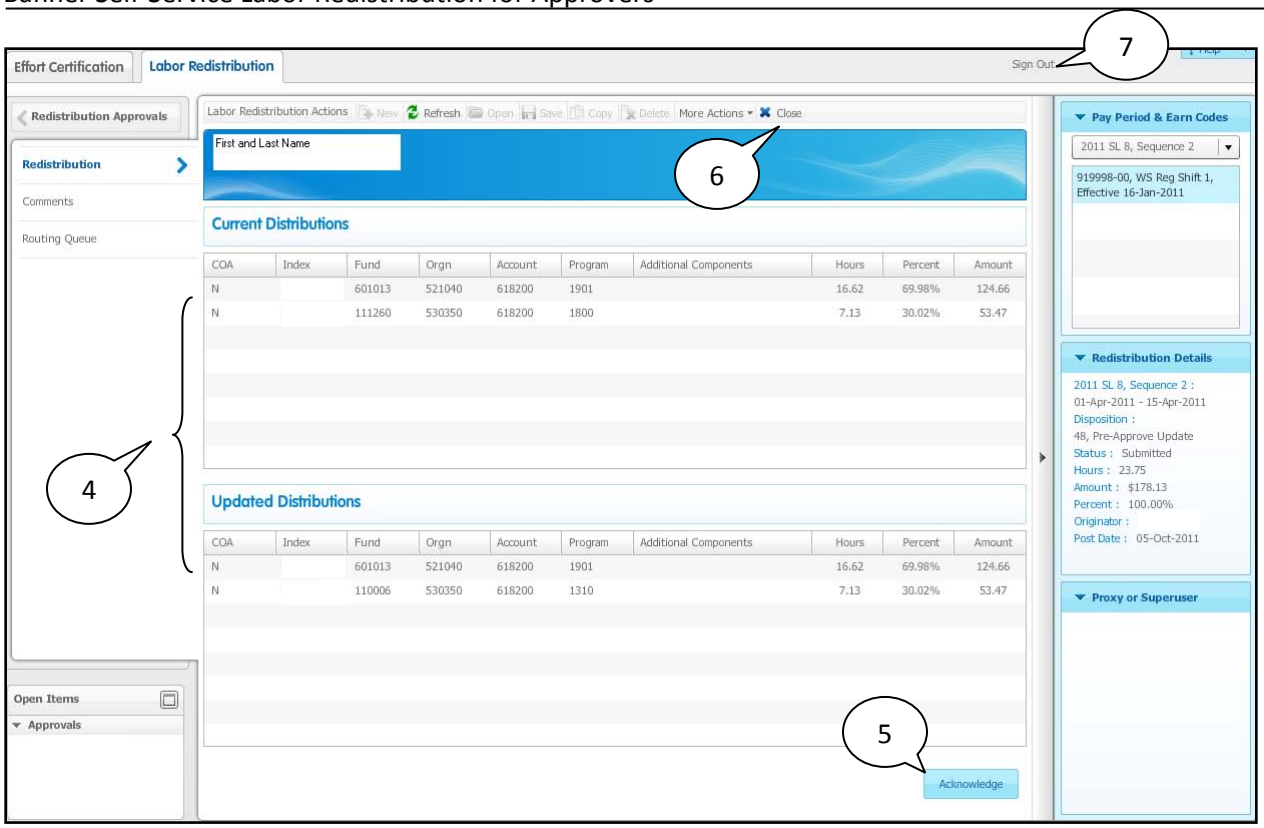
Upon successfully logging on, the Effective Certification will be displayed.

1. Click on **Labor Redistribution** tab. The system should open the Redistribution Approval list in the main window. If it does not, click the Approvals link located on the left navigation pane.



2. Select desired transaction.
3. Click the **Open** tab and the following screen will be displayed.

Note: Selecting and double clicking the transaction will also open the transaction.



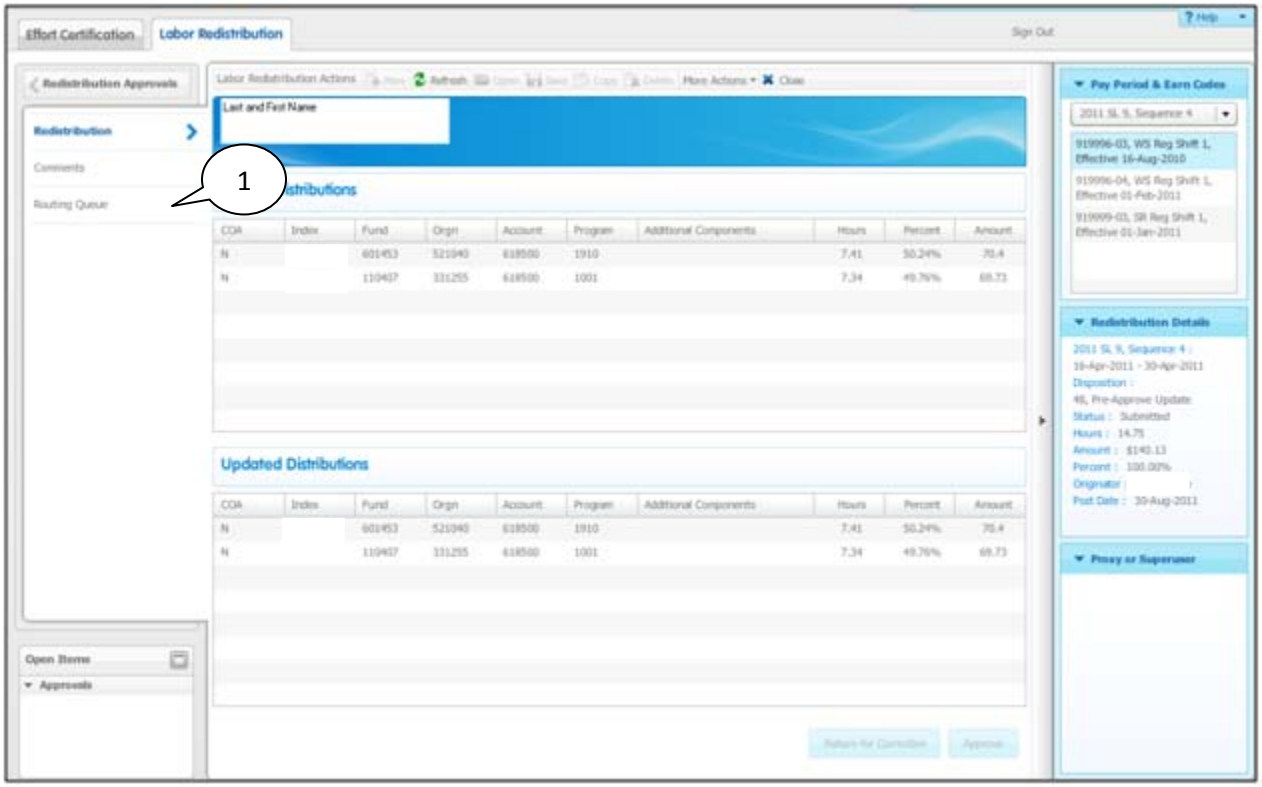
4. Review *Current and Updated distributions*.
5. Click on **Acknowledge**.

   Note: Once *acknowledged,* the *Acknowledge* button will become grayed out. Confirmation of the acknowledgement can be obtained by selecting the Routing Queue link on the left navigation pane. A green check mark will be displayed by those who have already acknowledged.

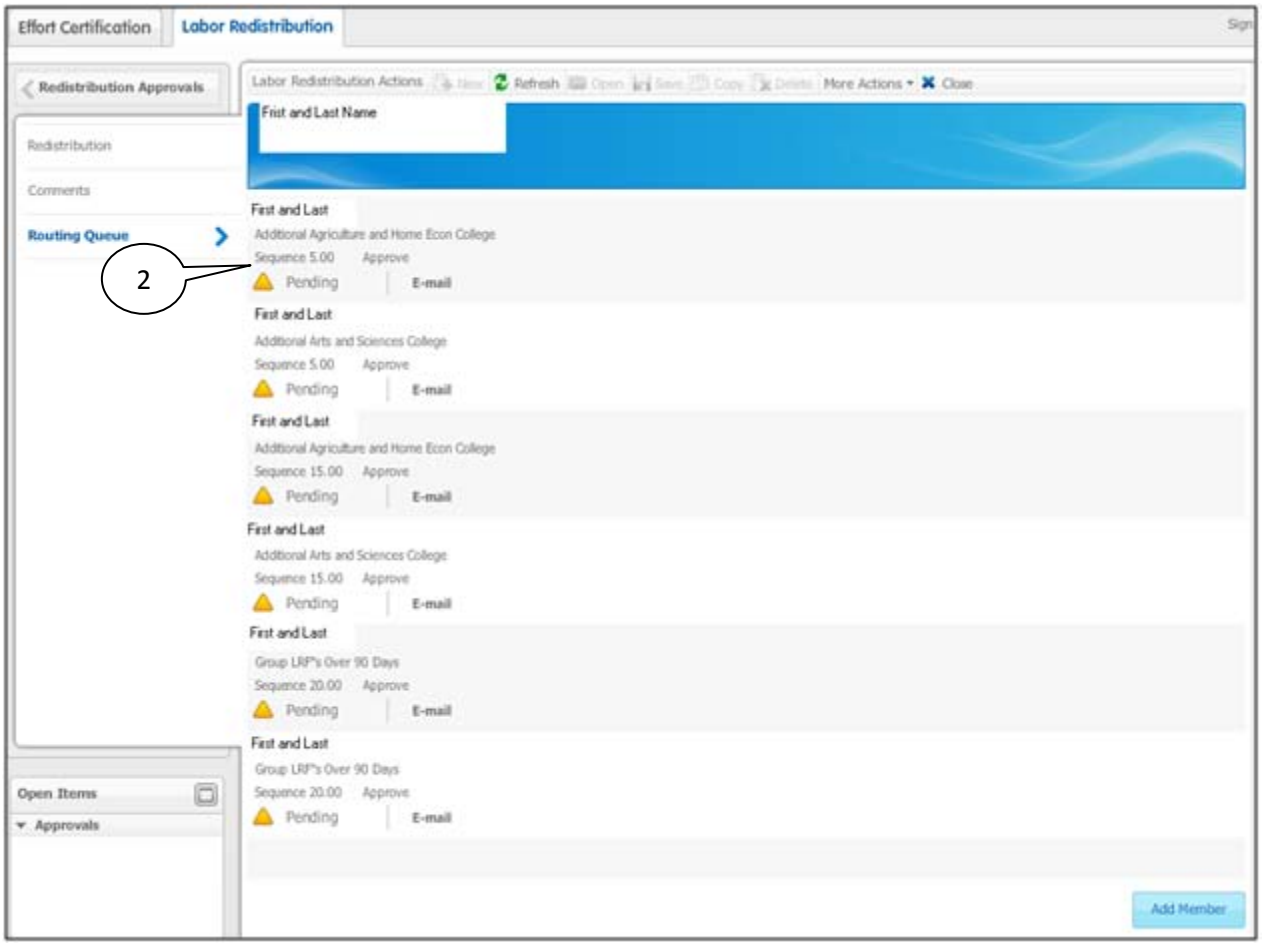
6. Click the **Close** button.
7. Proceed with reviewing the remaining transactions in the approval list or **Sign Out** of system.
   Note: Failure to Sign Out of system properly may lock the employee's labor transactions making them unavailable to others.

View the Routing Queue

The Routing Queue provides a listing of pending approvers. Follow the steps listed below to view.



1. Click on **Routing Queue.**



2. A list of Approvers or FYI Participants will be displayed.

Sequence numbers indicate the approval level and order of approval. The most commonly used sequences are…

Sequence 5.00	Departmental Approval: Dean/VP/Community College President or designee; Principal Investigators receive FYI copies
Sequence 10.00	Restricted Accounts Fiscal Monitor (SPA)
Sequence 15.00	Unrestricted Accounts Fiscal Monitor (AFR)
Sequence 20.00	Controller (for transactions submitted later than 90 days from payroll date)

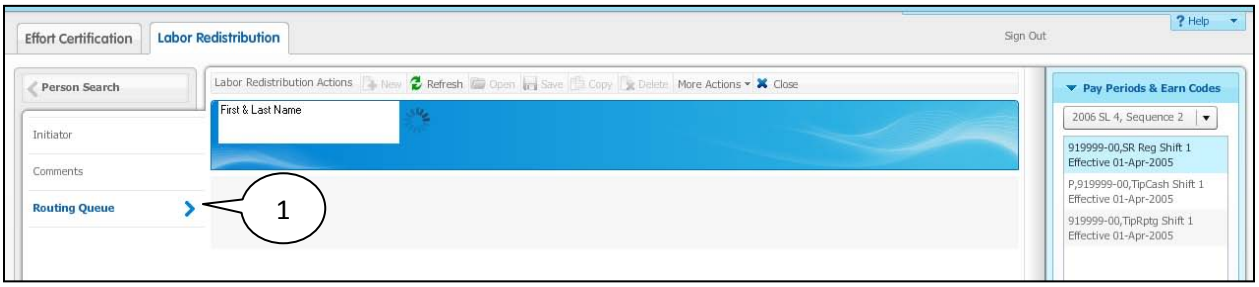
Refer to Appendix D for a complete list of approval sequences used.

Add Members to the Routing Queue

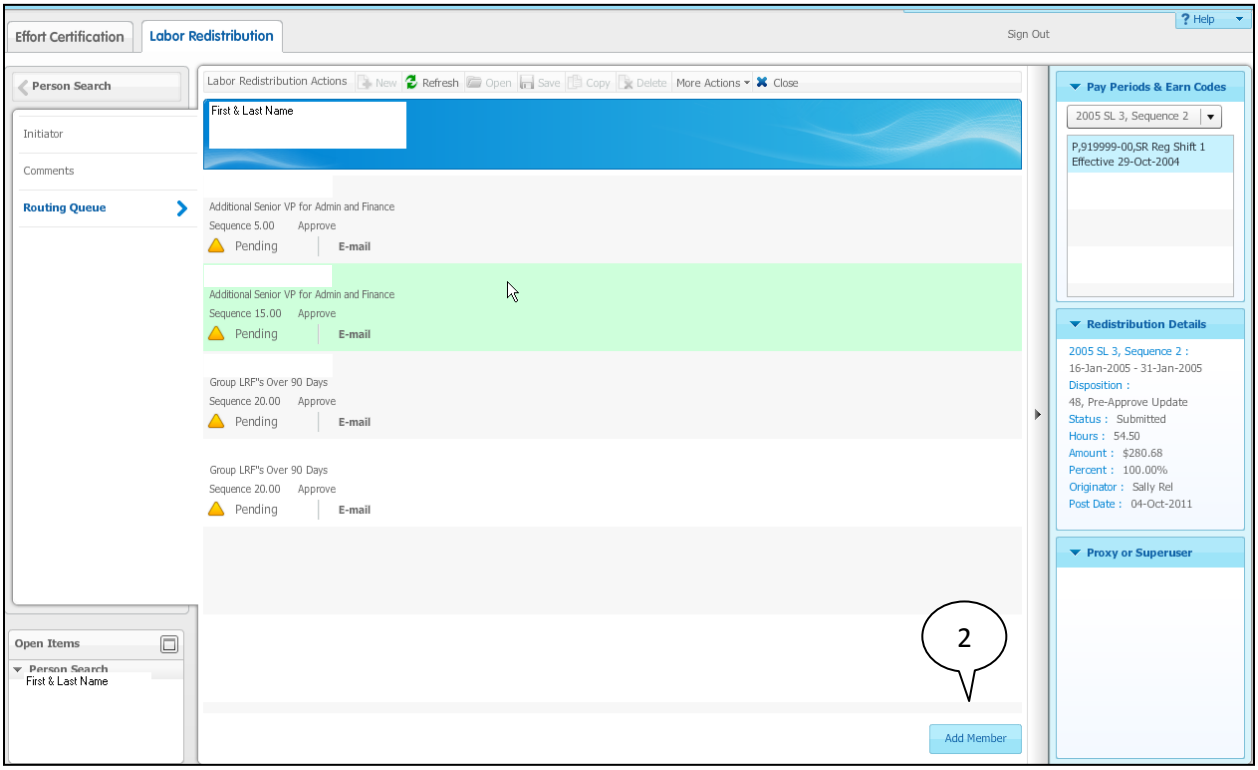
The system allows for additional members to be added to the routing queue. Two routing options are available *Approve* or FYI. These are over and above the standard approval queues that are required in accordance with the Signature Policy in Chapter 2 of the Business Procedures Manual. This process is only for adding the member as a temporary Approver or sending an FYI for the selected transaction.

The sequence level 5.00 should be used when setting up a temporary Approver or sending an FYI. This will add an additional level 5.00 sequence to the routing.

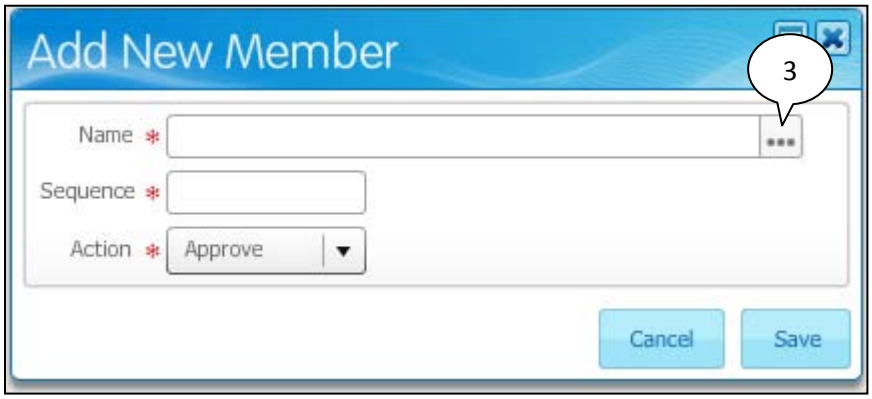
To add a member temporarily to a Routing Queue follow the steps listed below within the transaction; refer to the Approve a Labor Redistribution selection of this manual on how to open a transaction.



1. Click on the **Routing Queue** button.

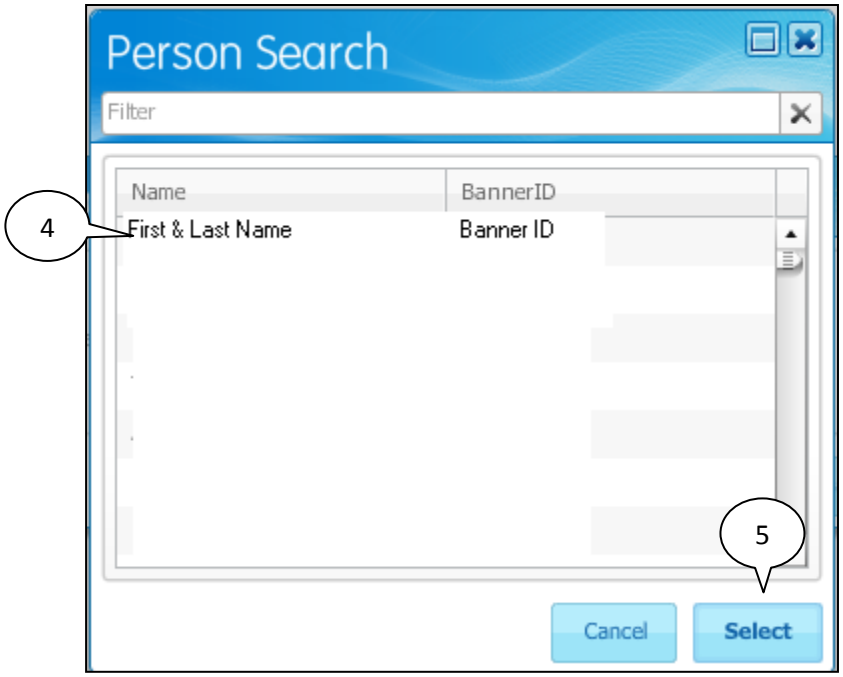


2. Click on the **Add Member** button.

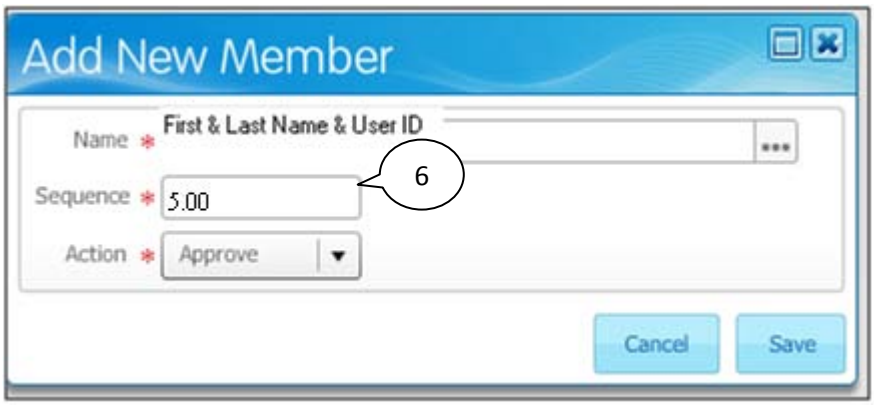


3. Click on the **drill down** button and a list of available names will appear.

   Note: Additional Approvers or FYI Participants may be found by typing in either the first or last name.



4. Select the name of the participant to add to the routing queue.
5. Press the **Select** button.

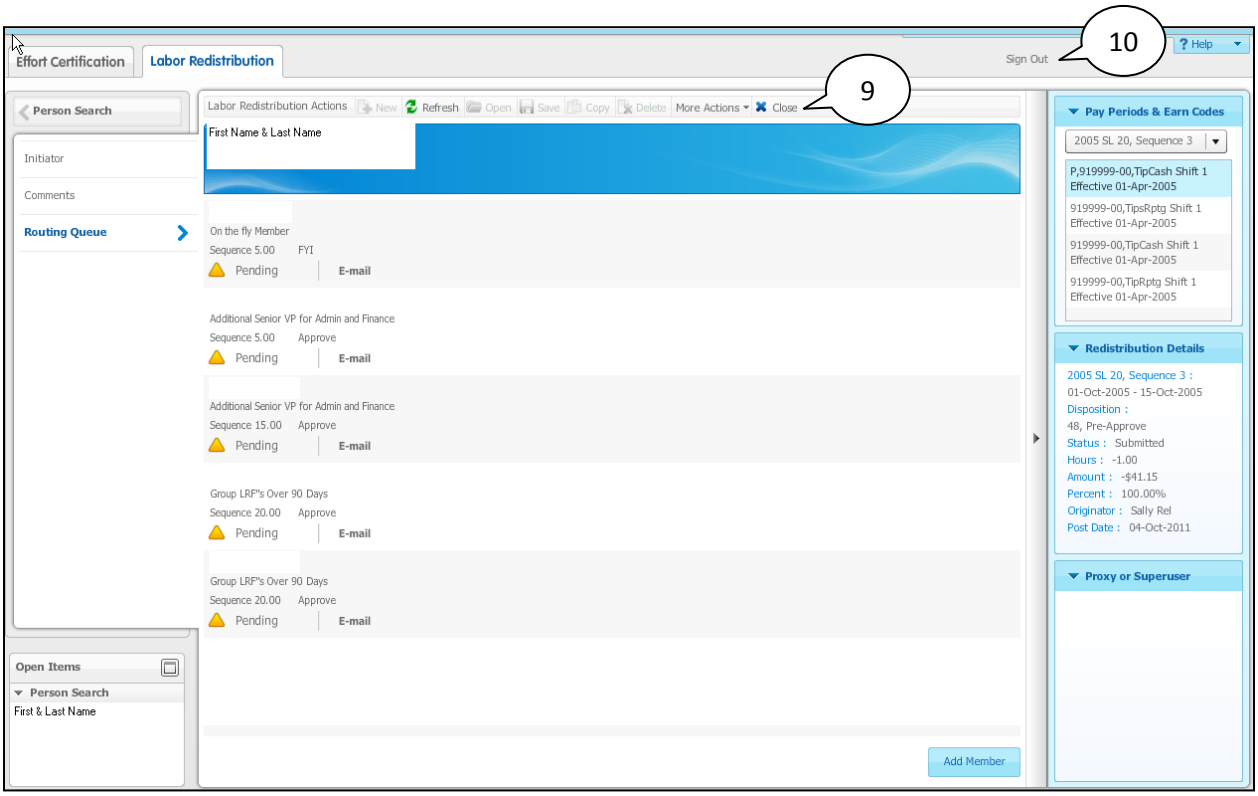


6. Enter sequence "5.00" in the **Sequence** field.

Note: Always use Sequence 5.00 when adding a member to the routing queue.

7. Click on the drop down arrow and select either **Approve** or **FYI**.
8. Click the **Save** button.

Note: Selecting the action of Approve will require approval from the new member, if not obtained the Labor Redistribution will not move forward to next approval sequence. Selecting the action of FYI will not hold up the approval routing. If FYI Participants do not acknowledge within one week the system will automatically acknowledge the transaction.



9. Click the **Close** button.
10. Proceed to review remaining transactions in the approval list or **Sign Out** of system.

Note: Failure to Sign Out of system properly may lock the employee's labor transactions making it unavailable to others.

Appendix A

Payroll Earn Codes for Labor Redistribution

EARN CODE	SHORT DESC.	LONG DESC.	EARN CODE	SHORT DESC.	LONG DESC.
ADP	Addl Pay	Additional Pay - Services	OLT	OthLeave	Other Leave Taken
AJR	Adj JR	Adjustment – Job Rate	OTC	OT Comp	Overtime Compensation
ALL	Allow	Allowance-Taxable Compensation	OTH	Tax Comp	Other Taxable Compensation
ALT	AnnlLeave	Annual Leave Taken	OTP	Overtime	Overtime Pay @ .50
ASR	Adj SR	Adjustment – Special Rate	OTS	Overtime	Student Overtime Compensation
AWD	Award	Award – Taxable Compensation	REG	Regular	Regular Staff Earnings
BON	Bonus	Bonus Taxable Compensation	RGA	Regular	Regular Academic Earnings
CTE	CT Earn	Comp Time Earned	RGG	SG Reg	Graduate Student Earnings
CTT	CT Taken	Comp Time Taken	RGO	Regular	Temporary Staff - Other
*DFA	Def Amt	Deferred Amount	RGS	SR Reg	Student Earnings
DIF	Diff Pay	Differential	RGT	Regular	Temporary Staff Earnings
DL1	DL1	SCA Salary	RGW	WS Reg	Work-study Earnings
DL2	DL2	SCA Holiday	ROY	Royalty	Royalty Pymts – W2 Reportable
DL3	DL3	SCA Leave	RSF	REGULAR	Regular Student Flat Rate
DL4	DL4	SCA H&W (Health and Welfare)	SAB	Sab Pay	Sabbatical ½ Year Full Pay
DL5	DL5	SCA Salary-Student	SAP	Sab60Pay	Sabbatical Full YR 60% Pay
DL6	DL6	SCA Holiday-Student	SH1	10ShfDif	Shift Differential @ .10
DL7	DL7	SCA Leave-Student	SH2	40ShifDif	Shift Differential @ .40
DL8	DL8	SCA H&W-Student (Hlth & Wlfr)	SLT	SckTaken	Sick Leave Taken
FML	FMLA	Family Medical Leave Act	TIP	TipCash	Tips-Taxable Cash
HOL	Holiday	Holiday Leave	TP3	TipCash	Tip-Student Cash
HWK	HidayWK	Holiday Worked	TSF	REGULAR	Taxable Student Flat Earnings
HWP	Holiday	Holiday Worked Premium-PSL	TGR	REGULAR	Taxable Graduate Earnings
HWR	Holiday	Holiday Worked Regular -PSL	UNP	UNIONPAY	NMSU Paid Union Time
LWP	Leavpay	Leave With Pay	UNT	UNIONTIM	Union Negotiating Time
OCP	ON CALL	On-Call Pay	VCB	Veh Call	Vehicle Callback Event

***Note**: The DFA earn code cannot be moved by itself. It can only be moved in conjunction with REG earnings.

Appendix B

Earn Codes that cannot be redistributed on an Labor Redistribution

EARN CODE	SHORT DESC.	LONG DESC.	EARN CODE	SHORT DESC.	LONG DESC.
ALP	AL Pay	Annual Leave Pay Out	MV2	MovNoTax	Non-Taxable Moving Reimbursmnt
BSK	Tax BB	Basketball Discount – Taxable	NCA	NCALLOW	Non-Cash Allowance – Taxable
CAR	Vehicle	Univ Furnished Car – Taxable	NPD	Per Diem	Student Per Diem
DFP	Def Pay	Deferred Pay Out	PHC	Tax PHCC	Picacho Hills CC Membership
DOC	Docked	Docked Pay	REC	Pay Rec	Pay Recovery
FTB	Tax FB	Football Discount – Taxable	RGZ	NO PAY	No Pay
GLF	Tax GLF	Golf Membership Disc- Taxable	RST	Pay Rec	Pay Recovery – Student
IND	Tax Ins	Insurance – Dental DP	SLP	Sck Pay	Sick Leave Pay Out
INH	Tax Ins	Insurance – Health DP	TP2	TipRptg	Tips – Taxable Report-Only
LNP	LWOP	Leave Without Pay	TP4	TipRptg	Tips – Students Report only
LWB	LWOP	Leave Without Pay w/Benefits	TPD	Per Diem	Taxable One – Pay Per Diem
MOV	Mov/Table	Moving Reimbursement - Taxable	TUI	Tuition	Tuition Waiver - Taxable

Appendix C

Payroll Dispositions Descriptions

Payroll dispositions represent the status of the Labor Redistribution. This information is listed when viewing a list of Labor Distribution and on the Redistribution Details window pane. Below is a list of the dispositions.

Payroll Dispositions		
Disposition	**Description**	
47	Pre-Balance Update	LRF Pending Action
48	Pre-Approve Update	LRF Pending Approval
50	Awaiting Update	Payroll Update is Pending
60	Finance Extract	Action is Complete and Payroll History is Updated
62	Finance Interface	Action is Complete and Pending Feed to Finance
70	Complete	This event is eligible for redistribution

Appendix D

Glossary

Earn Codes: used to record the type of hours worked by an employee. Example: REG to record regular pay
- Refer to Appendix A & B for earn code listings

Shift: the shift in which the employee worked the time or is requesting leave (example: swing, grave, etc.). An earn code may be repeated several times in order to record work that took place on different shifts.

Fringe: a percentage of salary expense as a fringe benefit expense. The applicable fringe rate is negotiated annually and charged to payroll transactions. Fringe expenses move with the labor when redistributed.

Sequences:

1) Pay Event Sequence:

Sequence numbers are assigned by the system each time a pay event occurs. A sequence of zero (0) indicates the original payroll entry. The sequence number is incremented by 1 for each adjustment at that pay event.

2) Approval Level Sequence:

Sequence numbers are assigned by the system to designate the routing queue order.
- Sequence 5.00: 1st level approval – Dean/VP/CC Pres or designee
- Sequence 10.00: Fiscal Monitors for Restricted funds
- Sequence 11.00: Agency
- Sequence 12.00: Unexpended Plant
- Sequence 13.00: Renewal & Replacement
- Sequence 14.00: Unexpended Plant (unrestricted)
- Sequence 15.00: Fiscal Monitors for Unrestricted funds
- Sequence 16.00: Gifts & Endowments
- Sequence 20.00: Controller, if over 90 days

Dispositions: system defined codes that indicate the current status of a pay event. Transactions with a disposition of "70, Complete" can be redistributed. All other codes indicate the transaction is in process and cannot be modified.
- Refer to Appendix C for disposition codes